

Joe DeFilippis: Missing information from Media Interview

When not sure what to do with email, depending on the content, you have a few options that will ensure you are retaining the information for your agency.

First and foremost, non-records can be defined as records that are generated by another and are not your responsibility to maintain, which includes junk mail, secondary copies, publications generated by another agency/entity, etc.

Transitory correspondence to another person (i.e. "what time are you going to lunch"?, or, "I'm going to take my break at xx am".) is not something that needs to be retained longer than 30 days, and falls under General Schedule 3, item 5, a thru f.

1). You should keep email as long as you keep other public documents, as outlined in state or agency-specific retention schedules. When email is part of the documentation supporting an agency's function(s) or program(s), it is subject to the same retention requirements as other records that relate to those functions or programs.

2). If an employee is leaving his/her post to go to another job/agency, or is terminated or voluntarily leaves, you should consult with your IT person to have them preserve the email account for the successor. Once the new person is on board, the IT person should then release the emails to the new person, and the new person should be trained on email retention by the agency's records manager/coordinator.

3). Speak with your IT person about archiving the email for future use, whether it be on cd/dvd or archived on a server for future use.

4). If all else fails, and you are not sure what to do, simply print the email and store in a folder, then consult with your records manager/coordinator about the content of the email so they can place retention on the document.